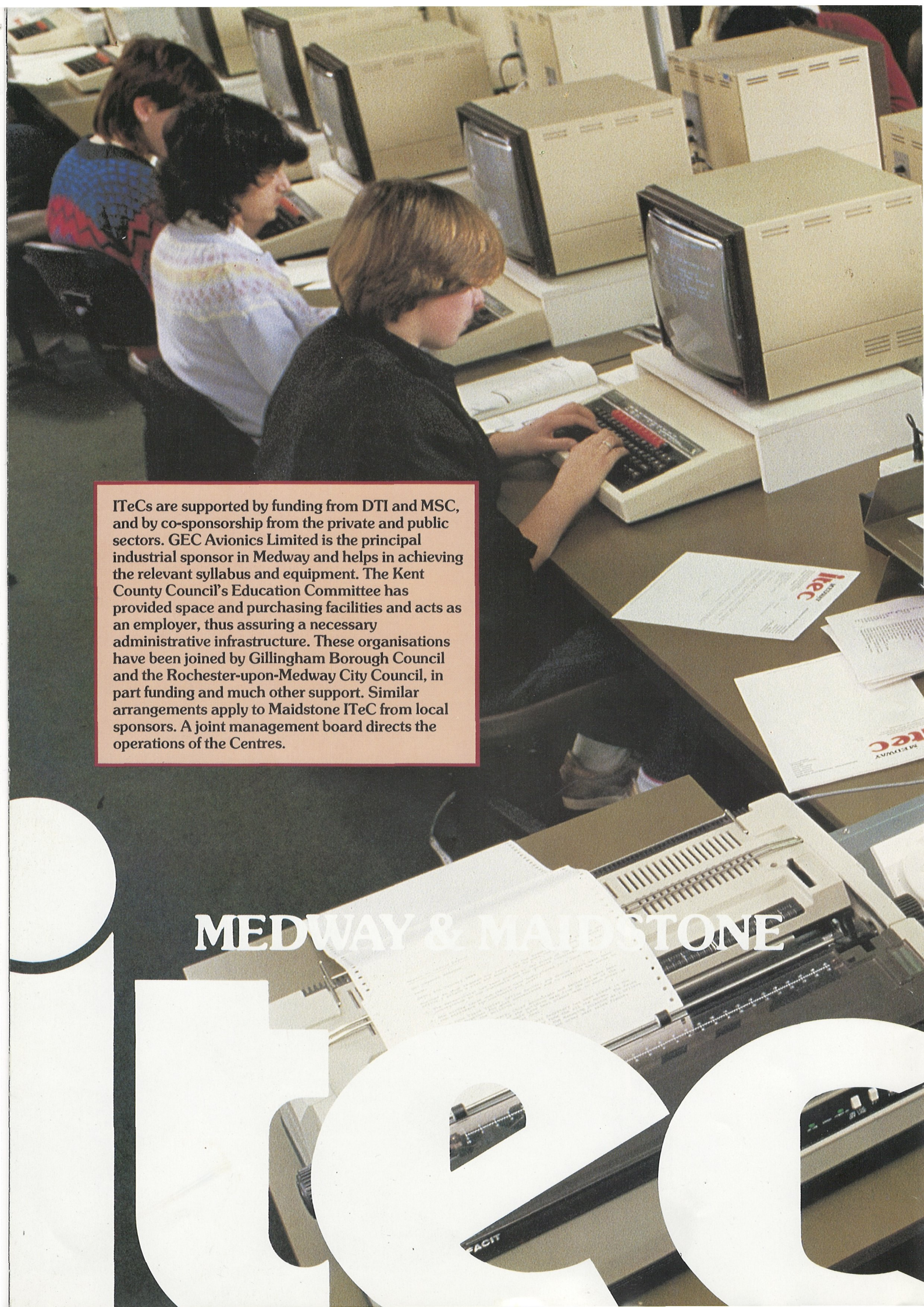


Information Technology working for YOU

MEDWAY & MAIDSTONE

itec



ITeCs are supported by funding from DTI and MSC, and by co-sponsorship from the private and public sectors. GEC Avionics Limited is the principal industrial sponsor in Medway and helps in achieving the relevant syllabus and equipment. The Kent County Council's Education Committee has provided space and purchasing facilities and acts as an employer, thus assuring a necessary administrative infrastructure. These organisations have been joined by Gillingham Borough Council and the Rochester-upon-Medway City Council, in part funding and much other support. Similar arrangements apply to Maidstone ITeC from local sponsors. A joint management board directs the operations of the Centres.

MEDWAY & MAIDSTONE

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What is ITeC?

Information Technology is all about the benefits to business, commerce and jobs which come from the enlightened use of electronic processing and other modern methods of working. It involves practical concepts of use to people of every ability and calling.

By means of ITeCs – Information Technology Centres – the Department of Trade and Industry, through the Manpower Services Commission, has encouraged training schemes for young people leaving school. There is a gap to be bridged between the attainments of the average school leaver and the skills which are so much needed in industry and commerce. This really means a gap between the unemployment faced by so many youngsters and the ever-increasing demand from employers for certain skills. ITeCs help school leavers to bridge this gap by practical training in computers and electronics, including industrial controls, word processors and business applications software.

They provide two vital resources – by training and motivating young people to meet the requirements of progressive employers, and by assisting local companies and individuals to apply information technology as a powerful aid to their business.

MEDWAY AND MAIDSTONE ITeCs are among the most successful in the country. They are dedicated to training in three main areas, electronics, computing and the skills used in today's electronic office. Under the guidance of experienced specialist staff, trainees have been prepared for, and in most cases have found, good jobs in local industry and commerce, or have gone on to further studies at college. The proud record of a most recent one-year course for school-leavers is that every trainee found employment.

Equally important is ITeC's 'Open Access' policy, offering assistance to anyone who cares to apply. Thus ITeC provides full or part-time courses, evening classes for adults, projects and experience for school pupils and teachers, and specialised training and advice from basic to advanced level for individuals, businesses or organisations.

It is the purpose of this brochure to help you find out how ITeC can help you and to introduce the facilities offered.



ITeC Serving the Community

Youth Training – an investment for jobs

For 16-17 year old school leavers unable to find immediate employment, there are several training schemes available designed to prepare them for employment and enhance their chances of obtaining jobs. Youth Training Schemes (YTS) and Kent County Council's KEY schemes, which are also run in conjunction with the Manpower Services Commission, are examples.

The form of Youth Training Scheme run by ITeC goes much further, by a carefully designed 'family' of courses, covering three main areas:

- * Electronics (analogue and digital)
- * Computing
- * The Electronic Office

Trainees gain an initial appreciation of all three and can then specialise in one of them, or train less deeply in all three. Computing and Electronic Office trainees undertake commercial business studies of both manual and computerised systems. To ensure relevant work, much of the training is based on practical projects. These are often undertaken for clients who come to ITeC under the 'open access' feature.



Open Access – a gateway for you

Open Access means that the facilities at the ITeCs are available to anyone in the local community – whether you are an employer, individual, or organisation. ITeC is a very flexible resource, able to respond to different needs of clients. It offers experience and expertise in problem solving, particularly in matters to do with micro-computers and their use. It can provide equipment designed to meet a special purpose; it can advise on, and provide, custom software for a client's need. Possibilities are endless, and you may not be aware of the benefits which could be available. You are encouraged in your own interests to find out what ITeC can do for you.

Word processing expertise; commercial training courses in the major application packages; accounting problems solved; computer repairs; prototype design; projects for schools; software documentation? What do you need? ITeC will help you find an answer. Maybe just the expertise, maybe a young person trained and able to join you as an employee.

ITeC's proud record of service to the community includes many people's success. It can include yours.

COMMERCIAL TRAINING

The ITeCs now offer an extensive professional training service in a wide range of software at all levels of user requirements. Each participant has exclusive use of a fully IBM compatible microcomputer throughout all courses. Please send for full details.



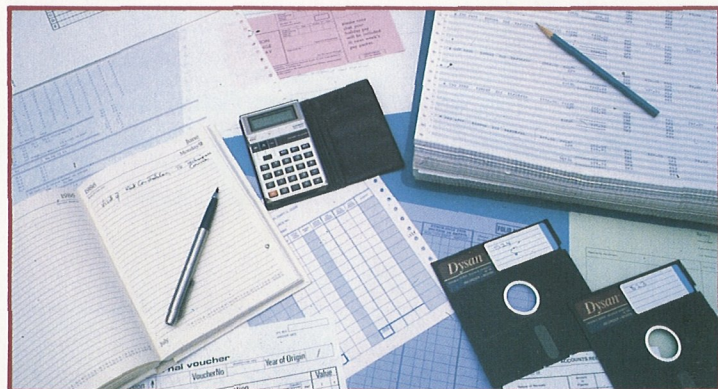
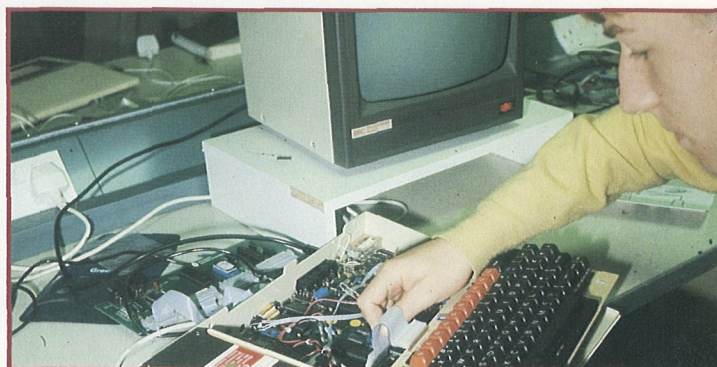
Youth Training

ELECTRONIC OFFICE provides capable office and administrative young persons trained in word processing and associated clerical skills, both electronic and conventional, such as filing, reception, communications. All have undergone training in commercial business applications and software usage on accounts systems, stock control, spreadsheets and databases.



COMPUTING trainees offer programming skills, problem definition and analysis skills, file creation and file handling training. In addition they too undertake a business applications course using commercial software and business microcomputers. Much of their training is undertaken by project work, including external projects to widen their experience and broaden their understanding of ultimate user problems.

ELECTRONICS trainees undertake a full year's course from basic skills and component recognition through to advanced repair and testing of microcomputers. Project work, including printed circuit board design, production and construction features strongly in the course. This involves extensive training in the use of analogue and digital equipment, computer and system techniques, both in hardware and software.



BUSINESS APPLICATIONS. This is an intensive 8 week course undertaken by all Computing and Electronic Office trainees. It is based around a realistic series of company simulations using commercial hardware and software. Trainees cover the following aspects of business systems:- Business paperwork including the uses of manual accounts and payroll systems; Electronic Spreadsheets: Planning, creation and control of databases and stock control systems; Accounting and computerised systems.

For further details of places available, contact your local Careers Office.

PRIVATE

GEC AVIONICS

Kimberly Clark

Reed International

Joint Management

ELECTRONICS

COMPUTING

ELECTRONIC
OFFICE

BUSINESS
APPLICATIONS

- * 90 Places Per Annum (16/17 Year Old School Leavers)
- * 18 Professional Staff ex Industry/Commerce
- * Modern Environment
- * Heavy Capital Investment in Computers and Electronic Equipment
- * Modular Training
- * Structured Courses – Basic to Advanced
- * Built in Assessment/Formal Reviews
- * Work Experience Periods
- * Internal and External Projects and Product Development
- * Personal Development
- * High Employment Success Rate
- * Formal Examinations Available – High Achievements

YOUTH TRAINING

1 Year's Specialised Training

DUAL ROLE

INDUSTRY/COMMERCE
BUSINESS APPLICATIONS

PROJECTS (IN HOUSE/ON SITE)

Turnkey Assistance
Customised Software
Software Development
Software Support Services
Consultancies
Business Club
Special Projects
* Children at Risk
* Road Safety

SPECIALISED TRAINING

All Levels – Basic to Advanced
in all Aspects from Personal
Programming to Advanced Business
Computing, Word Processing and
Application Systems

PRODUCT/SERVICE DEVELOPMENT

Prototype Production
ITeC Product Range
Computer Repairs
Electronic Products

ITeC as a community resource

PUBLIC FUNDING
Manpower Services Commission
Department of Trade and Industry
Kent County Council
Gillingham Borough Council
Rochester City Council
Board of Sponsors

Medway & Maidstone Information Technology Centres (ITeC) are a Special Resource Centre Available to Assist the Whole Community with a Special Range of Assistance

MAIDSTONE
ITC

DUAL ROLE

OPEN ACCESS

Assistance to and Access by all Sections of the Local Community on an Organised or Ad Hoc Basis

COMMUNITY

EDUCATION

- * Schools S/W Projects
- * Computer Repairs
- * Hardware Projects
- * Special Schools Liaison
- * Work Experience Projects
- * Teachers Computer Club

IN HOUSE COURSES (FULL/PART TIME)

- * Computer Literacy
2 Days to 2 Weeks
- * Introduction to:
Word Processing
Business Applications
- * Awareness Days
- * Parent/Teachers Association
Chamber of Commerce
Open Courses
- * Local Clubs and Associations
- * Computer "Parties"

ADULT EDUCATION (EVENING CLASSES)

- * Introductory Courses in:
Programming
Word Processing
Business Computing
Information Technology
- * Advanced Courses in:
Programming
Program Design
Word Processing
Business Applications

COMPUTER LITERACY

YTS Trainees
ESF Threshold Project
Community Programme (MSC)
Key Scheme (KCC/MSK)
Schools Short Courses

ITeC Serving the Community

The Open Access policy of Medway ITeC means that anyone can seek and use its expertise. Think about it. How might ITeC help you as an individual – as an employer – as an organisation? As an existing or potential computer user? As a user of ITeC services? As a potential employer of a trainee? Here are some ideas which may encourage you to see how you fit in – the ideas are proven successes.

Software – ITeC designs it for small business users.

Stock Records – ITeC set up and maintains them for a video library database.

Computerised Mailing – ITeC provides a service including label addressing.

Cost Estimating – ITeC has created programmes to estimate costs involved in interior design projects.

Sales Analysis – ITeC has provided programmes to a firm making tobacco pipes to enable them to rank them in order of popularity.

Computer Awareness – ITeC provides local authorities with computer awareness programmes.

Computer Literacy – ITeC undertakes computer literacy courses for Community Programme, YTS schemes, and for schools and parent-teacher associations.

Micro-Computer Repairs – ITeC undertakes micro-computer repairs with facilities for individuals and local schools.

Programme Design Competition – ITeC created a computer programme, 'Children at Risk', an interactive teaching project. This led to a competition, organised in conjunction with local press and the Medway Crime Prevention Unit.

Software Projects – ITeC provides them for schools.

Electronic Organ – ITeC undertook, with a major local school (Dane Court), the design and manufacture of an organ, also some solutions towards helping the children's learning difficulties.

Viewdata Software – ITeC has provided material for use on stands at computer exhibitions.

Courses for Adults – ITeC runs introductory and advanced courses on Commercial Software including Word Processing, Accounts, Databases and Spreadsheets.

Applications Software – ITeC has designed and installed software to enable building construction conveyors to be correctly specified for hire customers.



COMMERCIAL TRAINING

The ITeCs are making available high quality dedicated commercial software training for current and prospective serious computer users.

Running on the latest commercial microcomputers, a wide range of training programmes are available in a Business Application Suite to match all levels of commercial usage. These are short intensive 1 or 2 day courses, pre-bookable and available every month. Care has been taken in selecting a wide range of the most popular software across the majority of major applications, such as Word Processing, Accounts, Spreadsheets and Databases.

Please contact ITeC for a list of current courses and available dates or to discuss your requirements.

In addition specific courses can be tailored to suit individual clients' requirements.

Open Access

Some comments from our clients:

"Like many progressive organisations, Gillingham Borough Council is making maximum use of information technology in its drive for efficiency. All departments have micro computers. One of the keys to good new technology use is successful training. In the last year, G.B.C. has asked ITeC to run 6 courses on the use of micros for its staff and Senior Managers. These give professional tuition and 'hands-on' instruction at remarkably good value. On many occasions, we have asked ITeC for their advice which has always been sound. From our experience, we believe ITeC can help you too."



"With an ever increasing workload, The Kent County Football Association, at its Chatham Offices, installed a Computer system in 1984. Having been in existence 103 years at the time of the installation there were, as one might imagine, numerous records for insertion into the system. Medway ITeC were contacted with a plea for assistance and quickly came to our rescue. Each week a young lady was dispatched to the Office to spend two days working with the computer. The girls were always very smartly turned out, polite and very efficient. They can only be described as a great credit to the ITeC scheme. This Association is pleased to express its gratitude to Medway ITeC for all the valuable assistance enjoyed."

"John Sharp Industries moved to the Medway Towns from South London some four years ago.

It is in the forefront of new developments on Security Guard monitoring systems by radio and also radio-activated smoke/dye cash protection systems. Shown is a recent advertising shot sent to over 100 countries.

Medway ITeC has provided both skilled personnel to assist the Company and much needed help in developing complicated and elaborate P C B s to ensure an effective and reliable yet economic product."



"At Southern Conveyors we manufacture and hire specialist conveyors for the building and construction industry. ITeC invited us to take two trainees and we asked them to produce a programme encompassing the many variables used for choosing the correct equipment for each customer from our hire fleet. This required a rapid in-depth assimilation of complex information; the basic knowledge was available from the company but the majority was determined by the trainees, developing their own programming skills in this specialised application.

The unique programme – completed in 2 weeks and now in successful use by untrained personnel – demonstrates the remarkable skill and ability of the trainees in turning their theory into practice. Full marks!"

ITec Serving You

The ITec's Open Access policy means that you can bring your problems for discussion and solution.

- * Have you got a computer already?
- * Do you need one?
- * Do you want to put it to better use?
- * Perhaps you (and the family) are expert at the video games – but how can you really put the computer to work?
- * You've got a computer, and some software and programmes. How can you apply them to existing or new problems? Do you need different software?
- * Have you a particular applications problem? How can you solve it with the computer?
- * Maybe you can solve it without a computer!
- * Maybe you think you would like to use a computer – but you don't know which one will be best for you.
- * Do you know how to specify what you want to do?

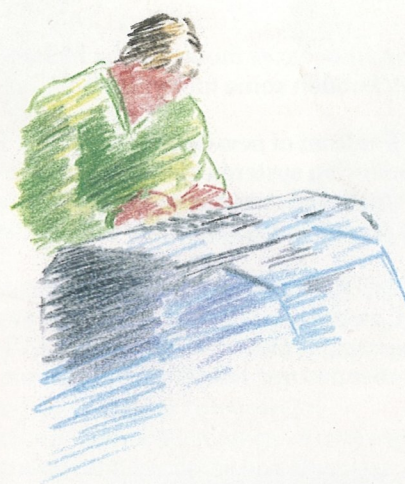


WE WILL HELP YOU TO DECIDE

The ITec's experts will listen to you, help you analyse your problem, and come up with practical solutions – then you decide. They will help you design the system that will do what you need. Perhaps the system may not even be a computer. It may cost you nothing – or it may cost you less than you think – and the same applies to our advice. So, don't be discouraged – come and consult ITec. Phone or write.

And, in the final analysis, if you have the computer, the application, and the software, and you still cannot operate your system.....there are ITec-trained young people who can work for you.

It's all part of ITec's service to you.



FINALLY – SOME FACTS

Hours of work on Training Courses are from 8.45 a.m. to 4.30 p.m. Monday to Thursday and 8.45 a.m. to 4.00 p.m. each Friday.

For Open Access facilities, times are by arrangement covering evenings and Saturdays also.

Public Transport passes near, and sometimes goes direct, to the ITeCs. Parking is available.

Refreshment facilities are available at ITeC.

Equipment, protective and safety clothing where necessary, are provided.

Youth Trainees undertaking any course will be presented with the YTS Certificate detailing their progress whilst on the course, and may enter for appropriate City and Guilds of London Institution Examinations, or Royal Society of Arts Examinations.

In addition, the training module projects will build into a portfolio of accomplishments to present to potential employers. This will demonstrate the range and depth of training.

Trainees are paid a weekly, non taxable, training allowance by MSC and are entitled to claim certain additional travelling expenses. They are also entitled to paid leave during the 12 months period.

Each trainee receiving computer tuition is guaranteed exclusive use of a microcomputer for the duration of their course, including the use of commercial computers and software for Business Application modules.

Each Electronic Office and Computing trainee undertakes commercial software user modules to widen employment prospects.

The training course 'in house' is augmented by at least 2 periods of planned work experience with local companies as reinforcement of the application of the principles learnt. This is in addition to the practical projects both internal and external undertaken by trainees.

SPONSORS



Manpower
Services Commission



DEPARTMENT OF TRADE AND INDUSTRY



Kent County Council



Gillingham

Gillingham Borough Council



ROCHESTER
UPON MEDWAY
CITY COUNCIL

GEC AVIONICS



REED INTERNATIONAL P.L.C.



Kimberly-Clark

Virtually everyone can use the resources of ITeC

For example

Accountants
Builders
Community Workers
Designers
Educationalists
Farmers
Garages
Hotels
Institutions
Journalists
Kennel Owners
Local Government
Market Gardeners
Nursing Homes
Opticians
Plumbers
Quantity Surveyors
Restaurants
Shops
Teachers
Underwriters
Voluntary Organisations
Welfare Groups
Xerox Operators
Youth Organisations
Zoologists

**TO FIND OUT MORE ABOUT ITeC
and what it can do for you,
please contact:**

**John Richards, Manager
MEDWAY ITeC
Collingwood, Khyber Road
Chatham, Kent
Tel: Medway (0634) 577777**

**John Collings, Manager
MAIDSTONE ITeC
Hambledon Court, Tonbridge Road
Maidstone, Kent
Tel: Maidstone (0622) 20560**